

# FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

## Chapter 301—Travel Allowances

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### PART 301-11—ALLOWANCE FOR SUBSISTENCE EXPENSES

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### SUBPART A—GENERAL RULES

§ 301-11.1	<b>When does this part apply?</b>	This part applies when you perform official travel away from your official station, within or outside CONUS.
§ 301-11.2	<b>Am I eligible for an allowance (either a per diem allowance or ASEA) for subsistence expenses?</b>	<p>Yes, if:</p> <ul style="list-style-type: none"><li>(a) You perform official travel and:<ul style="list-style-type: none"><li>(1) You are away from your official station, unless you are performing an extended stay assignment and meet the qualification for payment of per diem on days of leave because you are in a long term lodging arrangement and meet all the required conditions in § 301-11.71(b) of this part;</li><li>(2) If you are stationed in the Washington DC area, your temporary duty site is:<ul style="list-style-type: none"><li>(i) 25 miles or more from your residence; and</li><li>(ii) 25 miles or more from your office;</li></ul></li><li>(3) If you are stationed in Atlantic City, New Jersey, your temporary duty site must be 50 miles or more from your official station;</li><li>(4) If you are stationed in Oklahoma City, Oklahoma, your temporary duty site must be 50 miles or more from your official station; and</li><li>(5) If you are stationed in any other area and the Regional Administrator defines a radius broader than your official station within which an allowance for subsistence expenses will not be paid for a specified period, and you perform official travel outside that broader radius within that period;</li></ul></li><li>(b) You incur subsistence costs while performing official travel; and</li><li>(c) You are in a travel status for more than 12 hours.</li></ul>
§ 301-11.3	<b>Will FAA pay an allowance (either a per diem allowance or ASEA) for my subsistence expenses if my official travel is 12 hours or less?</b>	No.

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### Payment of Subsistence For Rest Periods, Nonworkdays, and Leave

§ 301-11.70	<b>May FAA authorize a rest period for me while I am traveling?</b>	<p>(a) FAA may authorize a rest period not in excess of 24 hours at either an intermediate point or at your destination if all of the following conditions are met::</p> <ul style="list-style-type: none"><li>(1) Either your origin or destination point is outside CONUS;</li><li>(2) Your scheduled flight time, including stopovers, exceeds 14 hours;</li><li>(3) Travel is by a direct or usually traveled route; and</li><li>(4) Travel is by less than premium-class service.</li></ul> <p>(b) When a rest stop is authorized the applicable subsistence rate is the rate for the rest stop location.</p>
§ 301-11.71	<b>Will FAA pay me an allowance for subsistence expenses on days I take leave while I am on official travel?</b>	<p>FAA will not pay an allowance for subsistence expenses on any day you take leave for one half or more of your prescribed working hours unless:</p> <p>(a) Emergency travel is involved due to an incapacitating illness or injury, in which case the rules in part 301-30 of this chapter govern; or</p> <p>(b) You are performing an extended stay assignment, and all of the following conditions apply, in which case FAA will pay 60 percent of the maximum lodging amount prescribed for your temporary duty location while you are on leave:</p> <ul style="list-style-type: none"><li>(1) Your temporary duty location is located in a nonforeign location;</li><li>(2) You procure lodging on a long term basis (e.g., you sign a lease for a period of time);</li><li>(3) You act prudently in renting on a long term basis;</li><li>(4) You cannot break the lease or other rental agreement;</li><li>(5) You are charged lodging costs under the rental or lodging agreement even though you are not occupying the quarters;</li><li>(6) You are authorized a fixed rate as provided in § 301-11.8 of this part; and</li><li>(7) You provide FAA with proof that you are in a lodging arrangement which cannot be broken (e.g., proof the lodging is procured on a weekly/monthly basis).</li></ul>

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§ 301-11.72	<b>Will FAA pay me an allowance for subsistence expenses on a nonworkday (weekend, legal Federal Government holiday, or other scheduled nonworkday such as an alternate work schedule off day) while I am on official travel?</b>	FAA will pay you an allowance for subsistence expenses on a nonworkday unless you:  (1) Return to your official station or to the home from which you commute to your official station;  (2) Are in a leave status at the end of the workday before the nonworkday(s) and at the beginning of the workday following the nonworkday(s), and the period of leave on either of those days is more than one-half of the prescribed working hours for that day; or  (3) Take leave for all of the prescribed working hours since your previous nonworkday.
§ 301-11.73	<b>How is my allowance for subsistence expenses affected if I am authorized to return home at Government expense for nonworkdays as provided in § 301-10.6?</b>	As follows:  (a) In a situation where you are performing an extended stay assignment and you qualify for payment of per diem on days of leave under § 301-11.71(b) of this part, the following rules apply:  (1) FAA will pay you an allowance for subsistence expenses equal to 60% of the maximum lodging amount provided for your temporary duty location while you are at your home or official station; and  (2) You will be paid round trip transportation as provided in § 301-10.6 of part 301-10 of this chapter.  (b) In all other situations, the following rules apply:  (1) FAA will not pay an allowance for subsistence expenses while you are at your home or official station;  (2) FAA will pay an allowance for subsistence expenses while you travel en route between your temporary duty station and your home (first and last day of travel rules will apply);  (3) If you are reimbursed for your actual lodgings expenses on a daily basis (under the lodgings-plus per diem method or ASEA), your daily lodging amount will be adjusted as provided in § 301-11.50 of this part by excluding the nights you did not occupy the lodging because of your authorized trip home;  (4) If you are paid a fixed amount, the rules in § 301-11.215 of this part apply; and  (5) You will be paid round trip transportation as provided in § 301-10.6 of part 301-10 of this chapter.

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- § 301-11.215**      **How is my fixed rate per diem affected if I enter into a long-term rental and return to my official station during nonworkdays?**      As follows:
- (a) If you enter into long term lodging and qualify for payment of per diem while performing an authorized trip home as provided in § 301-11.73(a) of this part as it relates to authorized trips home or § 301-11.74(a) of this part as it relates to voluntary trips home, then you will continue to receive a fixed rate payment equal to 60% of maximum lodging amount prescribed for your temporary duty locality on days when you return to your official station.
  - (b) In all other situations, if you return to your official station, FAA will not pay the fixed rate per diem while you are at your official station whether the return travel is authorized or unauthorized. FAA will, however, consider authorized trips to your official station in determining your actual daily lodgings costs if you are authorized a fixed rate under § 301-11.200(a) of this part. You will be expected to pay your lodging costs from the fixed amount you receive while at the temporary duty site, so you should consider the time for which you will not receive per diem in selecting your lodging facility.
- § 301-11.216**      **How is my fixed rate per diem affected if I take leave for one half or more of your prescribed working hours?**      FAA will not pay your fixed rate per diem unless you meet the conditions prescribed in FAATP § 301-11.71 of this part, in which case, you will be paid as follows:

<b>If you take leave because:</b>	<b>FAA will pay you:</b>
You have an incapacitating illness or injury	As provided in Part 301-30. You will receive the applicable fixed rate if you continue to reside in the lodging facility at the temporary duty site that you occupied prior to contracting your illness or receiving your injury. If you move to other accommodations, your per diem rate will be adjusted as provided in Part 301-30 of this chapter.
You are on a extended stay assignment and meet the conditions of § 301-11.71 of this part	60 percent of the maximum lodging amount.

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### SUBPART D—ACTUAL SUBSISTENCE EXPENSES ALLOWANCE (ASEA)

§ 301-11.300	<b>Under what circumstances may FAA pay me an ASEA?</b>	FAA may pay an ASEA for subsistence expenses when your per diem allowance is inadequate because subsistence expenses are unusually high due to special or unusual circumstances.
§ 301-11.301	<b>What are “special or unusual circumstances” that warrant payment of an ASEA?</b>	<p>“Special or unusual circumstances” are events that cause the applicable maximum per diem rate to be inadequate due to an unforeseen rise in lodging rates or a requirement that you use high cost facilities to accomplish your mission. Examples of “special or unusual circumstances” include the following:</p> <ul style="list-style-type: none"><li>(a) You necessarily procure lodging and meals at a prearranged place such a hotel where a meeting, conference or training session is held;</li><li>(b) You travel to an area where subsistence rates have escalated for a short period of time during special functions or events (e.g., missile launching periods, international or national sports events, world’s fairs, conventions, natural disasters); affordable lodging accommodations can’t be obtained within a reasonable commuting distance of the TDY location; and transportation costs to commute to/from the less expensive lodging facility consume most of or all of the savings achieved from occupying less expensive lodging;</li><li>(c) Because of special duties of your assigned mission you necessarily incur unusually high expenses such as to procure superior or extraordinary accommodations including a suite or other accommodations for which the charge is well above that which you normally would incur; or</li><li>(d) You necessarily incur unusually high expenses when your assignment requires you to accompany another employee in a situation as described in paragraph (c) of this section.</li></ul>
§ 301-11.302	<b>What will FAA pay me under the ASEA?</b>	<p>FAA will pay:</p> <ul style="list-style-type: none"><li>(a) Your actual lodging, meal, and incidental expenses not to exceed the “maximum daily amount”; and</li><li>(b) When you travel to a nonforeign area, your State and local lodging taxes regardless of amount. FAA, however, will only pay the amount of taxes that relates to reimbursable allowable lodging costs. FAA will not pay State and local taxes related to allowable lodging costs in excess of the maximum daily amount. FAA will prorate State and local taxes based on the ratio of the reimbursable allowable lodging cost over the total lodging cost.</li></ul>